

Application for a NEW Family Child Care License or Residential Certificate

Note: It may take up to 60 days to process your **completed** application, or 120 days if FBI fingerprint clearances are required. An application is considered complete when **all** required items listed below in Section C have been received by Child Care Licensing.

Mark which one you are applying for: ☐ License ☐ Residential Certificate (RC)

SECTION A. IDENTIFYING INFORMATION:

Applicant Name: _____ Phone #: (____) _____

Program Name: _____ Cell #: (____) _____

(Complete Program Name only if your child care program has a name, in addition to your own name.)

Mailing Address: _____

City & Zip Code: _____ Fax #: (____) _____

Facility Street Address: _____

City & Zip Code: _____

Primary Language, if other than English: _____ Interpreter's Name & Phone #: _____

Food Program Sponsor (if applicable): _____ Phone: (____) _____

Have you been a licensed or certified child care provider in Utah before? ____ Yes ____ No

of **unrelated** children you want to care for: _____

(Child care Licensing does not regulate providers who only care for related children.)

Total # of children you want to care for, including your own and any related children if they are under age 4: ☐ 8 ☐ 16

(Residential Certificate Providers may only care for up to 8 children.)

Last date care was provided at old location (for change of address applications): ____/____/____

Months of care, if care will be provided for less than 12 months _____

SECTION B. HOUSEHOLD MEMBERS:

You must complete the following information for every person living in your home, including yourself. **Copy and use additional pages if needed to include everyone.**

Name	Date of Birth	Name	Date of Birth
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____

SECTION C. DOCUMENTS REQUIRED:

You must include all of the following documents when you submit your application:

- ☐ This application form, completely filled out, signed, and dated.
- ☐ \$25.00 application fee made payable to: Utah Department of Health.
- ☐ Completed CBS/LIS Consent & Release of Liability forms. Please see the enclosed information sheet.
- ☐ Fingerprint card(s) and \$36.50 per person fee for each person required to submit fingerprint cards. A separate check or money order is required for fingerprint fees.
- ☐ Affidavit of Lawful Presence in the United States, and copies of verification documents. (Do not mail. Licensing staff must see originals.)
- ☐ Copy of the current fire clearance. (Contact your local fire authority for this.)
- ☐ Copy of the current business license or receipt verifying application. (Contact your city/county for this.)
- ☐ Copy of the current local health department kitchen inspection. (Contact your local health department for this.)
- ☐ Copy of current Red Cross or equivalent first aid and CPR certification. (CPR certification must include hands-on testing.)
- ☐ Copy of the Certificate of Attendance from New Home Provider Orientation. (not needed if regulated in past 6 months)
- ☐ Copy of the Policies & Procedures and Emergency & Disaster Plan, if you are applying for a **License**, not a Certificate.

SECTION D. CRIMINAL IDENTIFICATION SCREENING (CBS/LIS):

Utah Code 26-39-107 requires that each person requesting a child care license or certificate submit to the Department the name and other identifying information, which may include fingerprints, for all of the individuals listed below. This information will be used to screen the individuals for criminal convictions and child abuse/neglect. Mark below if you have included completed CBS/LIS Consent & Release of Liability form(s) with this application for all existing and proposed:

- ☐ **Persons age 12 years and older who reside in the home**
- ☐ **Additional caregivers**
- ☐ **Substitute caregivers**
- ☐ **Volunteers** (except parents of children enrolled in the program who do not have unsupervised access to any child in care except their own child)

SECTION E. CERTIFICATION OF UNDERSTANDING:

I understand that this document serves as the formal request upon which a decision to issue me a child care license or certificate will be based. I agree, for the purpose of determining compliance with child care licensing rules established by the Department of Health and Utah State licensing laws, to allow authorized Department of Health representatives with proper identification to:

1. Enter and inspect any part of the home, property, and premises without a warrant at any reasonable time.
2. Review child care documents.
3. Interview caregivers, children, employees, household members and others as necessary.

I agree to read and follow the child care rules and laws established by the State of Utah. I authorize investigation of all statements contained herein and understand that misrepresentation or omission of facts may result in denial of my application. I do hereby state that, based on my best information and belief, that neither myself, any employee or volunteer in my child care program, or any individual residing in my home has ever been convicted of a felony or a misdemeanor, had a supported finding of child abuse or neglect from the Department of Human Services, or had a substantiated finding from a juvenile court of abuse or neglect of a child.

I do hereby state that the information provided on this application is true and correct to the best of my knowledge.

Signature of Applicant

_____/_____/_____
Date

Submit completed application, fees, and all required application documents to:

(For child care providers in Box Elder, Cache, Davis, Morgan, Rich, Salt Lake, Summit, Tooele, Wasatch, & Weber counties.)

Mailing Address	Location Address	Phone: (801) 273-6617
Child Care Licensing, Salt Lake Office	(Do NOT mail items to this address)	Toll Free: 1-800-287-3704
P.O. Box 142007	3760 South Highland Drive, Room 403	Fax: (801) 372-4145
Salt Lake City, UT 84114-2007	Salt Lake City, UT 84106	

(For child care providers in Carbon, Daggett, Duchesne, Emery, Garfield, Grand, Iron, Juab, Kane, Millard, Piute, San Juan, Sanpete, Sevier, Uintah, Utah, Washington, and Wayne Counties.)

Child Care Licensing, Provo Office	Phone: (801) 374-7688
150 East Center Street, Suite 3200	Toll Free: 1-800-894-2588
Provo, UT 84606	Fax: (801) 371-1168